



Date: February 1, 2014

To: Summer Food Service Program Prior Sponsors

From: Julie McCord, Program Specialist, Child and Adult Nutrition Services

RE: Summer Food Service Program (SFSP) Agreement Renewal for Prior 2013 SFSP Sponsors and qualifying NSLP and CACFP sponsors new to SFSP

The Summer Food Service Program (SFSP) Renewal Agreement instructions are listed in this letter and the attached checklist includes all the required parts and attachments. You should locate the approved 2011 or most recent complete SFSP Agreement, *NOT Renewal*; that is your permanent agreement due to the policy changes that were implemented in 2011.

Update Part 1 Combined agreement you submitted earlier this fall or complete a new copy of Part 1 Combined if this is the only Child Nutrition Program you are on. Complete Part 2 Renewal Sponsor information and Part 3 Renewal Site information for 2014 and all appropriate other Parts and attachments found in Part 8. If you have a change on your local agencies W9, please include the new completed form with your application. In an effort to save paper and mailing cost all the renewal application parts and the attachments which can be downloaded at <http://doe.sd.gov/cans/sfsp.aspx>.

Please complete the registration http://doe.sd.gov/cans/documents/Summer_14.pdf for the Prior SFSP Sponsor Webinar March 13 or if new administrative staff; they may attend the SFSP Administrative Training held March 25. The 2014 handbooks are coming soon online. The new changes will be highlighted in yellow. All changes are called USDA policy memorandums and are published on the USDA Policy Memo link on the summer website or at <http://www.fns.usda.gov/sfsp/policy>. If you are returning please review all memorandums released in the fall of 2013 in addition to those released in 2014.

You can download and complete the application on your computer. If you cannot access the web, call the CANS office at (605) 773-3413 and we will mail an agreement packet to you. Please read the instruction pages carefully before beginning. A completed application must be returned to Child and Adult Nutrition Services by **April 8, 2014**.

There are a few changes on the attachments, new Attachment J is an optional Demonstration Project for Non-Congregate Feeding for Outdoor Feeding Sites Experiencing Excessive Heat.

Copies of publicized public releases from local newspapers etc. and any other documentation are required this year as part of review documentation; therefore, plan to collect this information throughout the year. SFAs are required to advertise any summer feeding sites in the community, even those they are not sponsoring. Keep documentation for proof for the new

Child and Adult Nutrition Services – DOE

Website: <http://doe.sd.gov/cans/index.aspx>

This agency is an equal opportunity provider.

NSLP Administrative Review, so collect copies of e-communication postings or other ways the message was delivered to families about the summer feeding programs offered.

The health inspection letter submitted should be on your letterhead addressed to the appropriate address. The tribal organizations should be sending it to the local Indian Health Services inspector, Sioux Falls to the city of Sioux Falls Health Department, all others can send to the South Dakota Department of Health as listed on the prototype.

As in the past, private institutions must be tax-exempt under section 501(c) 3 of the Internal Revenue Code of 1954 as amended. Any new private, nonprofit sponsors must submit a copy of the IRS letter granting this tax exemption. All institutions must demonstrate adequate administrative and financial responsibility to manage an effective food service at sites that serve needy areas. Sponsors must also provide a year-round public service to the area in which they intend to provide the summer program. Sponsors that offered the program in prior years must have a satisfactory performance record or they will not be accepted. Tribes may be sponsors for their government districts. Individual Tribal Government Districts may not be sponsors.

If completing the application online, please remove extra spaces as you are entering information before you save and print each part. A brief description of what is included the application is as follows:

Part I Combined Application for Child Nutrition Programs (pages 1-4) is for sponsors that participate in other child nutrition programs, Part I is the same for all programs. **Please find your copy of the Combined Application and make any necessary changes.** You must complete the Summer Food Service section on page 2 and there must be a second contact under Authorized Representative. Page 3 must have the SFSP section for each attendance center complete. Send a copy of the updated Combined Application with the completed renewal application. If the Summer Food Service Program is the only program that the Local Agency participates in, please fill out a new copy of Part 1. The new Part 1 and Instructions are found in the New SFSP Sponsor application forms on the website. The person signing Part 1 should be the chief administrative officer authorized to enter into agreements. It is acceptable for that person to designate another staff to be the "authorized representative" for individual program(s) to receive mailings and correspond with this office. Read all parts carefully before signing Part 1, and the Renewal Application as your signature indicates your agreement to abide by all requirements outlined in Parts 4, 5, and 6, as well as your assurance that the information provided in Part 1, 2Renewal and 3Renewal and the Part 8 attachments is true. If you are not making changes to Part 1 please date and initial a copy and return it with the agreement packet.

Renewal Part 2R (page 1-6) is the Sponsor information for 2014 renewing the Summer Food Service Program (SFSP) agreement. The agency should submit one copy of Renewal Part 2R and any necessary attachments. Read and follow the instructions carefully on the application page. Read the assurances section carefully, the Summer Food Service Program Authorized Representative signature, title and date must be on this form to complete the Renewal Application. **Do not forget** to attach a copy of the daily meal count requested on page 2. ***If you are a metro or urban area (Rapid City or Sioux Falls) and vended sponsor, contact Julie McCord for the Part 2Renewal Metro/Vended application with the appropriate rates. It is not online, since so few sponsors use this version and to avoid confusion or sponsors using the incorrect application.***

Renewal Part 3R (page 7-12) is Site Information. This section of the agreement has specific questions for each site. If the agency has multiple sites, make additional copies of Part 3Renewal and return a completed Part 3Renewal for each site. If you have a new site that was not on the prior SFSP agreement you must complete the 2014 SFSP Part 3 for the new site, please contact Julie McCord if unsure which to complete.

Part 4 is the Free Meal Policy Statement and permanent. If you plan to use the forms as they are, indicate that on the Renewal Part 2R page 1. If the local agency would like to change their status of the Free Meal Policy Statement, please indicate this on Renewal Part 2R form. You must use the 2014 SFSP Part 4 (pages 13 – 15) form and complete and return the program policy statement with all the required attachments (letter to parents, eligibility application, public release, etc.) for approval. This section is permanent and will be maintained on file until such time that the state agency or the Sponsor requests a change.

Part 5 (page 16-19) is the current Summer Food Service Program Application/Agreement Terms. Read this part carefully, and keep it on file with your application.

Part 6 (page 20-21) is the current Appeal Procedures. – Read this part carefully, and keep it on file with your application.

Part 7 USDA Foods/Commodity Order Letter (page 22) SFSP USDA foods/commodity entitlement will be calculated and sent to you in a mailing or by email and can be included in your renewal application. Your agency may choose to fax it back indicating if you would like to order USDA foods/commodities. The USDA foods order blank must be returned by **March 10, 2014 if you are a school or April 8, 2014 if you are not currently ordering NSLP USDA Foods on iCAN**. The USDA foods allotment in SFSP has remained at 1.5¢ per child's meal for over twenty years. The minimum fee paid for each delivery is \$40.00 freight charge. You are required to track all USDA foods/commodities and used in the SFSP program.

Part 8 (page 23-43) are the 2014 Attachments. This section is to be completed and returned as applicable. Not all programs will need to fill out all attachments and return them. Carefully read the description of each attachment on the first page of this section and determine what section(s) will need to be returned. All sponsors must return Attachment A (one of the four types), Attachment B, Attachment C, and Attachment K.

Substitute W-9 If there is a change to the financial information for your school or agency since you received last summer's payment the Substitute W-9 must be completed before payment can be processed. These forms are reviewed periodically and if a local agency has not received a payment in the preceding nine months, the form is removed. Therefore, if the agency has not received a payment from the state since last summer, the Substitute W-9 form will likely have been removed from the file. Please fax this form to CANS at (605) 773-6139 and not the number on the form.

The Justice for All posters should be in each dining/service area visible to the patrons (children and/or parents). Replacement posters are available at <http://www.fns.usda.gov/sites/default/files/475C.pdf>

Reimbursement rates for 2014 are included in the applications. Program funds are made available from USDA to eligible approved sponsors through the State Agency (Child and Adult Nutrition Services – CANS). Start-up payments and advances are available to those sponsors that need them.

Claims for reimbursement are due to the State Agency by the 10th of the month following the service of meals for prompt payment. Claims submitted after that date will be processed with the next month's claims. Claims submitted after 60 days of the end of the month being claimed cannot be paid. If the program operates 10 days or less in the first month, these days may be added to the next month's claim. If the program operates 10 days or less in the last month, these days must be added to the preceding month's claim. A claim form will be available on the website.

Claim due dates for Summer 2014 When the due date falls on a weekend or holiday, the claim is due the following business day.

Claim Month:	Due Date	(60 days) Final Deadline	(90 days) Upward Revisions Due
May	Jun 10	Jul 30	Aug 29
June	Jul 10	Aug 29	Sep 28
July	Aug 10	Sep 29	Oct 29
Aug	Sep 10	Oct 30	Nov 29

A copy of the signed Renewal Agreement will be returned to you when the Renewal Agreement approval process is completed. It will be acceptable to mail a paper copy or it can be submitted as an e-mail attachment with the exception of Part 1 or any page requiring an original signature must still be mailed to Child and Adult Nutrition Services.

The Renewal Part 2R Sponsor information, Renewal Part 3R Site information for each feeding location, and corresponding Part 8 attachments must be returned to CANS by **April 8, 2014**. No participation may be authorized unless this Renewal Agreement is completed in its entirety, and approved as required by the existing 7 CFR Part 225 regulations. Sites operated by a sponsor in the SFSP are not eligible to participate in the Special Milk Program. Please return your applications to Child and Adult Nutrition Services as soon as possible to ensure that applications are processed in a timely manner.

Return the completed application to:

Child and Adult Nutrition Services - DOE

800 Governors Drive

Pierre SD 57501-2294

Phone: (605) 773-3413

Fax: (605) 773-6846

E-mail applications to julie.mccord@state.sd.us

It is recommended that a SFSP notebook be created for each year of operation of the program. A copy of relevant information must also be forwarded to the appropriate person within the sponsoring organization. Relevant SFSP information which should be in a SFSP notebook includes:

- Summer Food Service Program Federal Regulations
- Administrative Guidance for Sponsors
- Nutrition Guidance for Sponsors
- Monitor's Guide
- Site Supervisor's Guide
- Sample Worksheets
- **Permanent Application/Agreement from 2011 or year you started since 2011**
- Renewal Agreement for current year
- **Copy of Public Releases as they appear in newspapers, etc.**
- Menu and Production Records
- Meal Count Sheets
- Grains/Bread Chart
- Income Eligibility Guidelines (for camps and enrolled sites)
- SFSP Meal Pattern Requirements
- Monitor's Review Reports
- Training Documentation and sample worksheets used
- Contracts (if applicable)

The 2014 SFSP brochure is found by visiting <http://doe.sd.gov/cans/sfsp.aspx>. Successful prior sponsors must take part in the March 13, 2014 webinar or attend the SFSP Administrative workshop, which is required for new administrative staff in Pierre on March 25, 2014. The workshop will be held at the MacKay Building, 800 Governors Drive, Pierre. Attendance is not mandatory for the

Operational Training where **new** SFSP Breakfast OVS will be covered; but sponsors are encouraged to have new food service personnel registered and hired to attend training in April. If personnel do not attend the state agency conducted workshop, all training will be the responsibility of the sponsor.

Contact Julie McCord at (605) 773-3110 or e-mail julie.mccord@state.sd.us with any questions.

For your records:

(Place the date beside the item when it was completed.)

All Sponsors:

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| _____ | All completed/new or updated Part 1 Combined Agreement was returned to CANS. |
| _____ | All completed Renewal Part 2R – Sponsor information was returned to CANS. |
| _____ | All completed Renewal Part 3R for each site was returned to CANS. |
| _____ | New site-Part 3 SFSP New Site was completed and returned to CANS |
| _____ | If changing Free Meal Policy Statement a signed copy of Part 4 SFSP New Sponsor and all related (Attachment E) forms were returned to CANS. |
| _____ | All must do a Public Release on your letterhead (Attachment A1, A2, A3, or A4). |
| _____ | All must complete a Health Inspection Letter written to appropriate agency on your letterhead. (Attachment B). |
| _____ | All must complete a Calendar (Attachment C) |
| _____ | Camps and enrolled sites only: Parent Letter and Eligibility Application on your letterhead. (Attachment E). |
| _____ | Camps and enrolled sites only: Notification of Eligibility on your letterhead (Attachment F). |
| _____ | Optional – Request for Demonstration Project for Non-Congregate Feeding at Outdoor Site due to Excessive Heat (Attachment J) |
| _____ | All must complete the Disaster Feeding plan (Attachment K) |
| _____ | Optional – Request for Offer versus Serve (Attachment O) |
| _____ | Register site with National Hunger Hotline - WhyHunger 1.866.348.6479 or http://www.whyhunger.org/findfood |

Sponsors with Financial Changes

- | | |
|-------|--|
| _____ | Substitute W-9 / Taxpayer Identification Number (TIN) Verification.
<i>Please fax this form to CANS at (605) 773-6139 and not the number on the form.</i> |
| _____ | Tax-exemption status with IRS is current.
The State Agency is required to review the latest IRS Automatic Revocation of Exemption List and will not approve applicant or find renewing sponsor seriously deficient and will terminate sponsor if not resolved within policy requirements. |